



**TOWN OF ROCKY HILL  
MEETING MINUTES/MOTIONS**

**In order to comply with Connecticut General Statutes regarding minutes of meetings, the following will be used to record information during all public meetings that take place. An original must be submitted to the Town Clerk of Rocky Hill within 48 hours of the meeting being adjourned. Motions should be complete, showing the maker and second of the motion as well as how each member voted. Unanimous votes may be listed as unanimous.**

NAME OF PUBLIC BOARD OR COMMISSION	Town Council
DATE MEETING AGENDA POSTED	July 3, 2014
LOCATION	Council Chambers – Town Hall
DATE OF MEETING	July 7, 2014
TIME MEETING STARTED	5:30 PM – Special Council Meeting
PERSON PREPARING MEETING MINUTES	Jessica M. Dumas
VERBATIM NOTES TAKEN	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
AUDIO, VIDEO OR LIVE TRANSMISSION OF MEETING	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**MEMBERS PRESENT AT MEETING**

1. Henry Vasel, Mayor	2. Nadine Bell, Deputy Mayor
3. Meg Casasanta	4. Guy Drapeau
5. Bill MacDonald	6. Frank Szeps
7. Cathy Vargas	8.
9.	10.

NUMBER REQUIRED FOR QUORUM 6 QUORUM PRESENT ☒ Yes ☐ No

**TEXT MOTIONS AND RESULTS VOTES**

1st MOTION ☒ Passed ☐ Failed ☐ Tabled

Deputy Mayor Bell made a motion to move up New Business Item C – Award of Bid – Asbestos Abatement – Rocky Hill High School. The motion was seconded by Councilor Szeps and adopted unanimously by those present. Councilors Kochanek and Moriarty were absent.

2nd MOTION      ☒ Passed      ☐ Failed      ☐ Tabled

Deputy Mayor Bell moved the following resolution. The motion was seconded by Councilor Casasanta and adopted unanimously by those present. Councilors Kochanek and Moriarty were absent.

**"Award of Bid -- Rocky Hill High School Project -- Summer 2014 Abatement"**

BE IT RESOLVED that the Town of Rocky Hill Town Council award the bid for Summer 2014 Abatement work for the Rocky Hill High School Renovate As New Project to AAIS, Corp., 802 Boston Post Road, West Haven, Connecticut at a bid price of \$124,000. This work will be charged to the Rocky Hill High School Renovate as New Referendum Capital Project budget.

*Report and Recommendation*

The Town went to bid for this item with a bid opening on July 2, 2014. Five contractors submitted a bid. Friar Associates, the project architect, and O&G, the project construction manager, and town staff had a scope review with the low bidder on July 3, 2014. The project architect, construction manager, and town staff recommends that AAIS, Corp. be awarded the Summer 2014 Abatement work for the Rocky Hill High School Renovate As New Project.

*Other Bidders:*

Bestech Inc. of Connecticut, Ellington, CT = \$129,000  
Standard Demolition Services, Inc., Trumbull, CT = \$159,750  
East Coast Haz Mat Removal, Inc, Paterson, NJ = \$210,000  
Manafort Brothers, Inc, Plainville, CT = \$299,822

3rd MOTION      ☒ Passed      ☐ Failed      ☐ Tabled

Councilor Bell made a motion to go into Executive Session at 5:36 p.m. re Town Center West-Attorney/Client Communications pursuant to C.G.S. Sections 1-200(6)(E) and 1-210(b)(10) with the Acting Town Manager, Town Attorney and Economic Development Director. The motion was seconded by Councilor Szeps and adopted unanimously by those present. Councilors Kochanek and Moriarty were absent.

4th MOTION      ☒ Passed      ☐ Failed      ☐ Tabled

Deputy Mayor Bell moved to come out of Executive Session at 6:14 p.m. The motion was seconded by Councilor Vargas and adopted unanimously by those present. Councilors Kochanek and Moriarty were absent.

5th MOTION      ☐ Passed      ☒ Failed      ☐ Tabled

Councilor Drapeau made a motion to table New Business Item A -- Town Center West Agreement until the Town Council receives more information. The motion was seconded by Councilor Szeps and failed. Yays-2; (Drapeau and Szeps) Nays-5; (Bell, Casasanta, MacDonald, Vargas and Vasel). Councilors Kochanek and Moriarty were absent.

6th MOTION      ☒ Passed      ☐ Failed      ☐ Tabled

Deputy Mayor Bell moved the following resolution reading it aloud and in full. The motion was seconded by Councilor MacDonald.

BE IT RESOLVED that the Town of Rocky Hill Town Council approves the amendment to the original "Land Disposition and Redevelopment Agreement" dated April 26, 2011 for Town Center West, as proposed by Richard W. Vicino entitled, "Amendment to Land Disposition and Redevelopment Agreement", and further enter into the proposed "Amendment to Land Disposition and Redevelopment Agreement" with Richard W. Vicino and that John Mehr, Acting Town Manager, is hereby authorized to execute on behalf of the Rocky Hill Town Council, the "Amendment to Land Disposition and Redevelopment Agreement" as proposed.

BE IT FURTHER RESOLVED that the construction of the Elm Ridge Park parking lots will be completed by November 15, 2014.

Mayor Vasel called for a vote and was adopted with Councilor Szeps abstaining.

Councilors Kochanek and Moriarty were absent.

7th MOTION      ☒ Passed      ☐ Failed      ☐ Tabled

Deputy Mayor Bell moved to hold a Public Hearing on Monday August 18, 2014 on the Proposed Noise Ordinance. The motion was seconded by Councilor Casasanta and adopted unanimously by those present. Councilors Kochanek and Moriarty were absent.

8th MOTION      ☒ Passed      ☐ Failed      ☐ Tabled

Deputy Mayor Bell made a motion to accept the MOU for the Transition of Custodial and Maintenance Operations from the Town of Rocky Hill to the Rocky Hill Board of Education (see attached MOU). The motion was seconded by Councilor Casasanta and adopted unanimously by those present. Councilors Kochanek and Moriarty were absent.

9th MOTION      ☒ Passed      ☐ Failed      ☐ Tabled

Councilor Szeps made a motion to approve the April 23, 2014 working notes. The motion was seconded by Councilor Casasanta and adopted with Councilor MacDonald abstaining. Councilors Kochanek and Moriarty were absent.

10th MOTION      ☒ Passed      ☐ Failed      ☐ Tabled

Councilor Vargas moved to adjourn. The motion was seconded by Councilor MacDonald and adopted unanimously by those present. Councilors

SEE THE MAIN MINUTES WEB PAGE TO ACCESS ADDITIONAL MEETING INFORMATION (i.e., WORKING NOTES, ACTIONS).

TIME MEETING ADJOURNED: 6:36 p.m. TIME DELIVERED TO TOWN CLERK:

JUNE 11, 2014

MEMORANDUM OF UNDERSTANDING FOR THE TRANSITION OF CUSTODIAL AND  
MAINTENANCE OPERATIONS FROM THE TOWN OF ROCKY HILL TO THE ROCKY HILL BOARD  
OF EDUCATION

Whereas it is the intent of the Town to transfer over to the Board of Education the custodian and maintenance operations for the school system; and

Whereas it is the intent of the Town and the BOE to continue to work cooperatively in this transition; and

Whereas the parties wish to continue the good working relationship between the BOE and the Town;

Now Therefore, Be It Resolved, that the Town and the BOE agree as follows:

PHASE I JULY 1, 2014

- The Town will transfer over to the BOE money for school custodial and maintenance operations, excluding utilities, water, and heating costs (currently set up with on-line payments by the Town)
- The Town will transfer to the BOE money for employee benefits, including health insurances
- For the period of time of July 1, 2014 and June 30, 2015 (the current time period of the Town and NAGE contract), the Town will pay for employees that leave BOE service any custodial liabilities that occur for payment of accrued sick and vacation time. Town liable for an accruals of sick and vacation time as of June 30, 2014
- Town will transfer to the BOE money for telephones, cell phones, data lines, and E-Rate re-imbursement as applicable
- The Town will transfer to the BOE the positions of a Facilities Director, 21 custodians and 1 painter
- Town will transfer funds to the BOE for these positions and the respective labor contract obligations
  - Basic existing labor contract to be honored and a new BOE contract to be established with NAGE with an expiration date of June 30, 2015 (current Town contract expiration date). BOE will work on a MOU with NAGE regarding the transition including:
    - new hires will go on to a Defined Contribution Plan instead of a Defined Benefit Plan (currently in effect in the other Town labor contracts)
    - new hires will not be entitled to post employment health benefits (currently in effect in the other Town labor contracts)
    - new hires to go directly on to the BOE health insurance plan
- Employees will receive a W-2 from the Town (January 1 –June 30, 2014 and a W-2 from the BOE (July 1 – December 30, 2014)
  - Employees will remain on the Town Blue Cross Blue Shield health insurance, Group Life, and LTD until June 30, 2015, then switch over to BOE health insurance carrier
    - Town to bill BOE for these coverage's with the money transferred to BOE, since employees will be on the BOE payroll and their health deductions will come out of their BOE paychecks
- To assist in the transition, the Superintendent will make arrangements with Town's Interim Facilities Director, Michael Mancini, to become BOE Facilities Director for at least one year (transition year)
  - BOE Facilities Director will be responsible for all custodial and maintenance operations for the schools

- BOE Facility Director will have a working Custodial Foreman (stipend) to help the BOE Facilities Director with day-to-day operations and assist with weekend call outs
- BOE Facility Director will be housed on the first floor of the Town Hall in the office of the former Town Facilities Director or in a location mutually acceptable with the Town
- Town and the BOE agree there will be a sharing of resources involving custodian and maintenance operations
- Town and BOE officials will work together on a software based work order and PM program involving the sharing and assignment of resources
- Town Director of Park, Recreational and Custodial Services (PRCS) will assist the BOE Facilities Director, especially in the first year of transition
- PRCS will continue current practice of parks and recreational personnel maintaining the school grounds and will continue to handle all snow removal on school grounds, with the exception that the BOE custodial staff will handle snow removal on the sidewalks and stairs immediately surrounding the schools.
- PRCS and BOE Director of Facilities will continue to work together on the day-to-day assistance, such as moving bleachers, assisting in custodial coverage, and maintenance operations (i.e. electrical, HVAC, etc.)
- Town Public Works Director will assist the BOE Facilities Director, especially in the first year of the transition.
- BOE Facility Director will work directly with Town staff to assist in custodial/maintenance needs of the Town
- Regular joint staff meetings of Town and BOE Directors (PRCS, Public Works Director, BOE Director of Finance and Operations, BOE Facility Director) will be scheduled
- BOE Director of Finance and Operations will take over scheduling, billing and collection of revenues for rental of school facilities, including charges for custodial and other services. Work to be closely coordinated with Town staff
- Accounts payable will be worked on jointly in the transition with the Town and the BOE accounts payable staff
  - Town accounts payable staff will work with BOE accounts payable staff for an orderly transition of payables
  - BOE accounts payable staff will take over the responsibilities for purchase orders to the required custodian and maintenance vendors, based on the funds transferred into the BOE budget, i.e. contractors, vendors, HVAC, cleaning and maintenance supplies, telephones, etc.


### PHASE II JULY 1, 2015

- Effective July 1, 2015, Town will transfer over to the BOE remaining school operating expenses such as utilities, water and heating costs
- Custodial and maintenance employees will enter into a new negotiated labor contract with the BOE, including transferred employees moving onto the BOE health insurances and other fringe benefits
- BOE and Town staff will continue to assist each other based on respective operational needs, as determined by the Town Manager and the Superintendent

  
Barbara Gilbert

Town Manager

7/7/14  
Date

  
Mark Zito

Superintendent of Schools

JUNE 20, 2014  
Date

BOE Adoption: 6-19-2014

Town Council Adoption: 7-7-2014